

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DSS0577280
POSITION NO: 241912
CLASS CODE: 3632

Date Posted: 12/03/12
Closing Date: 12/14/12

POSITION TITLE: CHILD DEVELOPMENT AIDE
DEPARTMENT NAME: Division of Social Services - Child Care & Development Fund
DEPARTMENT NO: 57 WORKSITE LOCATION: Chinle, Arizona
WORKS DAYS/HOURS: POSITION TYPE: GRADE: R55A
Days: Monday - Friday Permanent: ☒
Hours: 7:00 am - 6:00 pm Temporary: ☐ Duration: \$ 17,555.20 Per Annum
Part-Time: ☐ No. of Hrs/Wk: 40 \$ 8.44 Per Hour

DUTIES AND RESPONSIBILITIES:

Assists with attending to children's basic needs to stimulate the children's physical, emotional, intellectual, and social growth; ex: arts & craft activities, reading to the children, physical activities, organize play, story telling to children to explore their interests activities to promote talents and independence, build self-confidence, language development and enabling children to learn how to behave with others. Assist with daily routine activities, ex: health checks, diaper changing, feeding the children, hand washing; contact with parents, maintain accurate sign in & out sheets for each child, potty training; cleaning and sanitize toys, furniture, equipment; brushing teeth, fixing the girls hair, keep the cots clean and sanitized. Assists in recording and maintaining health and attendance records; all other necessary information to complete and maintain children's folder; accident reports, documentation of all emergency actions. Performs routine clerical tasks including typing, filing and copying documents; maintaining children and staff attendance, children's records. Sets up educational equipment or assists in the preparation of materials for Child Development Workers to conduct activities to promote and/or enhance positive development of the children in child care.

QUALIFICATION REQUIREMENTS:

Education and Training:

High School Diploma or GED; and

Experience:

One (1) year of experience in childcare setting or an equivalent combination of education training, and experience which provides the capabilities to perform the described duties. ***(To receive full credit for education/training, applicant must submit copies of college transcript, certificates, diploma, etc.)***

Special Knowledge, Skills and Abilities:

Must like children, ability to work with children age 0 to 11 years old, lift and carry infant/toddlers.

License/Certification Requirements:

(Preferred) Must pass a background investigation and a physical examination prior to appointment and must obtain within 90 days of employment a Food Handler's Permit and a Cardiopulmonary Resuscitation (CPR) certificate. Fire Safety Training. Some positions may require additional licenses and certificates.

VETERANS' PREFERENCE APPLIES

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.

Revised: 1-15-99